


---

## Ames Fire Department Standard Operating Guidelines

---

Book: 1 – Organization  
Section: I – Manual of Operations  
Chapter: 1 – **Introduction**  
Date Approved: 7/29/24      Revision No.: New      Approved by: 

---

### **PURPOSE:**

The purpose of these Standard Operating Guidelines (SOGs) are to establish a standard, written source of departmental policies and procedures which will promote consistent, effective, and efficient operations within the Ames Fire Department.

### **POLICY:**

The Ames Fire Department shall establish an operations manual containing written, standardized operational guidelines to include policies, procedures, definitions, and references. The SOGs will be utilized by department personnel as the official reference source pertaining to the conduct, actions, and decision-making of an organizational, routine, or emergency nature.

These additional departmental policies clarify and *do not supersede* policies and procedures found within the Agreement: City of Ames and International Association of Firefighters, Local 625, the City of Ames Employee Handbook, other citywide policy, or applicable state or federal law.

### **PROCEDURES:**

Policies, in the form of reasonable guidelines, are necessary for the proper operation of any organization. Such guidelines shall be standardized in a readable format available to all levels of the organization and are intended to be reasonable, workable policies of a positive nature. Knowledge of the guidelines by fire department members is essential for the maintenance of discipline and the development of common expectations, teamwork, morale, and excellence.


Periodic review and revision of guidelines will occur to remain current with changing work environments, including changing community expectations, state and federal regulations, standards and best practices, new technologies, and departmental growth. Updated revisions of each guideline supersede all previously issued versions and become effective immediately upon their approval date.

Current versions of these guidelines will be posted to the Ames Fire Department internal information technology network at S://Fire/SOGs. Additionally, they will be posted to the Ames Fire Department website and hard copies will be delivered to each company via interoffice mail. An email notification will be sent to all fire department employees alerting them of the new or revised guideline.

---

## Ames Fire Department Standard Operating Guidelines

---

Book: 1 – Organization  
Section: I – Manual of Operations  
Chapter: 1 – **Introduction**  
Date Approved: 7/29/24      Revision No.: New      Approved by: 

---

This operations manual provides clarifying, summary guidelines for the Ames Fire Department, but it cannot address every potential question or issue. While it aims to cover most administrative and operational activities, it is not exhaustive. As the manual cannot anticipate every scenario, members are expected to use City of Ames Values, good judgment, and initiative (particularly in extraordinary situations). Ultimately, the loyalty, integrity, and discretion of members are relied upon to complement the guidelines provided.

### **Responsibilities**

It shall be the responsibility of all employees to know, understand, and follow the standard operating guidelines contained within the operations manual.

It shall be the responsibility of all fire department officers to model the guidelines, supervise their subordinates within them and to hold subordinates accountable to the expectations laid out in these guidelines.

### **REFERENCES:**

- City of Ames Employee Handbook